



Job Opening

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| POSITION: | Contract Community Canvasser |
| CLASSIFICATION: | Part time (32 hrs/month for 5 months) \$13/hrs |
| LOCATION: | 3702 E. Lake Street, Minneapolis, MN 55406 |
| SITE SUPERVISOR: | Human Services Manager |
| CLOSING DATE: | June 30, 2017 |

AGENCY SUMMARY:

CAPI USA has been working with the refugee and immigrant communities since 1982 and serves about 3,500 participants annually. CAPI's mission is to guide refugees and immigrants in their journey toward self-determination and social equality. CAPI's holistic programming seeks to enhance economic and social change opportunities that allow people of all ages and nationalities to lead successful lives.

JOB SUMMARY:

- Research, outreach and engage communities that CAPI serve such as Asian and African immigrant and refugee communities about community events and issues within Hennepin County
- Organize and manage phone bank, door knock, community meetings, and educational workshops
- Engage and recruit with volunteer base, leader, resident/community member, and coalition partners
- Preparation on 2017 local Election and integrated voter engagement work
- Attend cohort meeting, shape narrative, and messaging
- Assist CAPI Community Engagement Coordinator as needed

Experience:

- At least 1 year or if no experience, willingness to learn:
 - Canvassing and conducting short surveys; Voter Action Network (VAN); data entry; Volunteer recruitment and outreach
- Strong commitment to civic engagement, community organizing, and empowerment of underrepresented Asian and Asian American communities
- Strong commitment to racial, economic, and gender justice
- Self-starter, excellent communication skill, good time management, and meeting due dates
- Works well in challenging environment both independently and as part of a team
- Ability to stay on task and problem solve
- Ability to work in non-English speaking communities and different ages
- **Preferred** bilingual in English and Asian languages but not limited to Hmong, Lao, Khmer, and Cambodia

Skill Sets Developed:

- Community outreach, engagement, and facilitation
- Organizing and managing phone banks
- Utilizing the Voter Action Network (VAN)
- Volunteer recruitment and management
- Effective communication and active listening
- Community relationship building

Knowledge Gained:

- Issues affecting MN Asian communities
- Non-partisan electoral and civic engagement